

## CRIMINAL RECORDS BUREAU (CRB)

### INTRODUCTION OF A NEW DISCLOSURE APPLICATION FORM INCORPORATING THE APPLICATION FOR INDEPENDENT SAFEGUARDING AUTHORITY (ISA) REGISTRATION

1. The Coalition Government has suspended the introduction of ISA registration whilst it conducts a review of its scope. However the new application form for both Disclosure and ISA registration will still be introduced. The recently issued Bulletin about this important subject included a timetable to introduce the new form. This timetable has been changed by the CRB and therefore has required a change to the previously published MSSC HQ timetable. That change is reflected in the following amended table.

<u>Date</u>	<u>Event/Action/Change</u>
28 June 2010	Applications from this date to be made on the new forms. Additionally, from this date, old forms returned from MSSC HQ because they have been incorrectly completed for whatever reason will become invalid and the applicant will be required to reapply on the new form.
12 July 2010	Applications on old forms will no longer be accepted at MSSC HQ. Only applications on the new form will be processed from this date and applications on the old form will be returned to the applicant
20 July 2010	Old application forms will no longer be accepted by the CRB
26 July 2010	CRB Starts processing the new form

2. There is an interactive “E-Guide” to complete the new form at [www.crb.homeoffice.gov.uk/Interactiveguide](http://www.crb.homeoffice.gov.uk/Interactiveguide) and all Sea Cadet Corps adults with a responsibility for the checking and administration of the completion of CRB forms in England and Wales should make use of the online guide in preparation for the introduction of the new application form. The interactive guide takes account of the Westminster Government’s latest statement.

3. The following remains relevant to the new instructions. The new application form has been designed to assist the applicant and to hopefully improve the rejection rate. However there are a number of pitfalls which will invalidate the application form and cause it to be returned. Those pitfalls are listed on Page 1 of the new form but are repeated here as follows:

<u>Rules for Completion of the New Form</u>	<u>Notes</u>
BLACK INK MUST BE USED THROUGHOUT	Even dark blue ink will not be accepted and the form will be rejected and returned
All yellow highlighted sections must be completed	Failure to complete even one yellow highlighted section will invalidate the form , which will be returned
CAPITAL LETTERS MUST BE USED IN ALL BOXES EXCEPT THOSE REQUIRING A SIGNATURE	The form will be returned if this is not the case
Write clearly and insert only one letter in each box	The form will be returned if this is not the case
If you make a mistake put a line through it and correct it to the right	In this case if there is not enough room remaining to the right you must either use a continuation sheet or preferably start again with a fresh form
Where a choice is required mark your choice only with an "X"	MSSC HQ is not permitted and will not make choices for you – the form will be returned if you fail to make a required choice
You must keep all entries on the form within the boxes provided, including signatures	The form will be returned if this is not the case
Provide details of all addresses where you have lived for the last 5 years	This is one of the most common reasons for returned applications – you must ensure there are no gaps in the dates given and the dates must cover at least the last 5 years
<b><u>DO NOT</u></b>	<b>A. Write over the edges of any box</b> <b>B. Place stamps or stickers on the form</b> <b>C. Staple anything to the form</b> <b>D. Use correction fluid</b> <b>E. Strike out a section that is not applicable – leave it blank</b>

4. Sea Cadet Regulations will be updated/amended in due course.
5. The Scottish Government have just announced the introduction of the Protecting Vulnerable Groups Scheme (PVG Scheme) which will take effect from 30 November 2010. The approach to this scheme is very similar to the Independent Safeguarding Authority and the Vetting and Barring Scheme. Details will be included in the next UMT newsletter and reflected in SCRs later in the year. Further information is available at:  
<http://www.scotland.gov.uk/Resource/Doc/1141/0100847.pdf>